

1960

The Commonwealth of Massachusetts  
Department of Education  
Division of Library Extension

Minimum Standards of Free Public Library Service  
established and adopted by the Massachusetts Board of Library Commissioners  
at its meeting on December 7, 1960 in accordance with Chapter 760, Acts of 1960  
Sections 19A and B. These standards will be effective January 1, 1961

1. "Be open to all residents of the Commonwealth" means that all residents of the Commonwealth shall have access to reading and reference rooms under the same conditions as residents of the community.
2. "Make no charge for normal library services" means that the withdrawal of library books in the regular circulating collection that are available for lending without charge to residents of the city or town shall be available likewise to residents of other cities or towns receiving state aid under Section 19A and participating in a regional public library system under 19C. Non-residents other than the above may be required to pay a fee for such services.

A charge may be made, however, for duplicate pay and/or rental collections; for reserving books; for the lending of special media of communication such as recordings, films, pictures, etc.; for special reference or research service; for such other reference service as the preparation of bibliographies, photocopying, photostating, abstracting, etc.

3. "Be kept open a minimum number of hours per week" means that library service must be available to the community a minimum number of hours per week according to the tabulation below. These hours of service should be planned in relation to local community needs; and the hours and days selected for service should reflect the maximum potential use. In communities which have more than one independent library unit supported in whole or in part by public funds, the qualifying number of hours open may be the total number of hours during which library service is available to the community or any of its parts.

<u>Libraries in communities with population</u>	<u>Minimum Hours Open per Week</u> <u>(Summer Schedules Excepted)</u>
I under 5,000	15
II 5,000 - 9,999	25
III 10,000 - 24,999	50
IV 25,000 - 49,999	60
V 50,000 - 99,999	65
VI 100,000 and up	65





Libraries which do not meet the minimum standards of hours of service upon the date of application for a state grant may establish eligibility for same provided a statement is filed indicating that the minimum standard will be reached within a two-year period from date of application.

4. "Employ a trained library worker" means that libraries serving communities within the population groupings listed below should maintain the minimum personnel standards as listed.

In order to protect all present incumbents, the personnel standards will apply to new appointees only. New appointees to librarian-in-charge positions in libraries serving a population under 10,000 will be allowed a five-year period in which to qualify by special library training.

Professional training means graduation with a degree from a library school accredited by the American Library Association.

Libraries in communities with population

Personnel Standards

I under 5,000

Librarian in charge: graduation from high school, with special training either received or to be received within a five-year period by courses in the basic library techniques of administration, book selection, organization and use of library materials offered through a university extension program, state library extension agency, or by professionally qualified personnel instructing in institutions of higher education or in a regional library system approved by the Board of Library Commissioners.

II 5,000 - 9,999

Librarian in charge: graduation from college with special training as indicated above for communities under 5,000. Recommended: the holding of a professional librarian's certificate issued by the Board of Library Commissioners.

III 10,000 - 24,999

Chief Librarian: professional training preferably with previous experience in library work. Recommended: one staff member (full-time or equivalent) should be the minimum provision for each 2,500 people in the service area.





IV 25,000 - 49,999

Chief Librarian: professional training with previous experience in library work and preferably some administrative experience. Recommended: professionally-trained assistants are also needed to be responsible for book selection, technical processing, information and reference services, and for reader guidance for adults, young people and children. One staff member (full-time or equivalent) should be the minimum provision for each 2,500 people in the service area.

V 50,000 - 99,999

Chief Librarian: professional training with previous experience in library work and administrative experience. Recommended: every library serving communities of this size should have a minimum staff of five additional professionally-trained librarians.

VI 100,000 and up

Chief Librarian: professional training with previous experience in library work and administrative experience. Recommended: libraries in these communities will need several professionally-trained librarians specializing in the fields indicated under IV as well as or including subject specialists.

5. "Expend a reasonable portion of the library's total budget for books and periodicals" means that the total annual amount expended from the library's total budget for books and periodicals should represent a percentage of the total annual library budget as indicated in the tabulation given below for libraries serving communities of varying sizes. It is recommended that the book collection provide materials of interest to adults, young adults, and children in all basic fields of knowledge; and that currently useful titles are added annually, with provision for judicious and regular discarding of obsolete and/or worn-out materials.

Libraries in communities with population

Minimum Percentage of Library's  
Total Annual Budget

I under 5,000	20%
II 5,000 - 9,999	18%
III 10,000 - 24,999	15%
IV 25,000 - 49,999	12%
V 50,000 - 99,999	10%
VI 100,000 and up	8%





Libraries which do not meet the minimum standards of expenditures for books and periodicals upon the date of application will be granted a three-year period in which to meet these minimum standards.

6. "Lend books to other libraries in the Commonwealth and extend privileges to the holders of cards issued by other public libraries in the Commonwealth on a reciprocal basis" means
- (a) that any registered library borrower may borrow books through an inter-library loan arrangement from any public library accepting state aid
  - (b) that any free public library accepting state aid under Section 19A must be willing to lend its books to any other such library accepting state aid under Section 19A for the use of registered library borrowers of the other communities under such written conditions and/or regulations of inter-library loan procedure as may be made by the board of trustees or other authority having control of the library so lending. Local libraries may reserve the right to refuse to negotiate an inter-library loan for local registered borrowers who are flagrantly delinquent. (Basic law for inter-library loan - G. L. Ch. 78 Sec. 8)
  - (c) that books and related materials held by local libraries under trust agreements to the contrary or purchased by local libraries out of trust monies and appropriately marked as having been so obtained shall not come within the purview of this requirement if it appears to local boards of trustees that such non-discretionary use via inter-library loan would violate the terms of the will or other instrument establishing said trusts.
  - (d) that local library administrators will agree to cooperate fully with one another in effecting the return of overdue books borrowed by non-residents on inter-library loan and to collect charges for the mutilations enforcing to the fullest extent - Ch. 266, Sec. 99 and 100, G. L. Tercentenary Ed.



Libraries which do not meet the minimum standards of responsibility for books and materials upon the date of application will be granted a three-year period in which to meet these minimum standards.

"Land books of other libraries in the Commonwealth and extend privileges to the holders of cards issued by other public libraries in the Commonwealth on a reciprocal basis."

(a) that any registered library borrower may borrow books through an inter-library loan agreement from any public library throughout the state.

(b) that any free public library accepting books and under Section 19A may be called upon to loan books to any other free library accepting books and under Section 19A for the use of registered library borrowers of the borrower's library under a condition of inter-library loan agreement as may be made by the board of trustees or other authority having control of the library in lending. Such libraries may receive books to be loaned to registered inter-library loan for local registered borrowers and the library's library for inter-library loan.

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Wayland Free Public Library

(c) that the board of trustees of any library which is a member of the state library association may, upon the request of the board of trustees of any other library, loan books to the other library for the use of registered library borrowers of the other library under a condition of inter-library loan agreement as may be made by the board of trustees or other authority having control of the library in lending. Such libraries may receive books to be loaned to registered inter-library loan for local registered borrowers and the library's library for inter-library loan.

(d) that local library associations may agree to cooperate with one another in making the following provisions: books received by associations of inter-library loan and as such charges for the collection of books to the library - \$1.00, \$2.00, \$3.00 and \$5.00.



MASSACHUSETTS BOARD OF LIBRARY COMMISSIONERS  
200 NEWBURY STREET  
BOSTON 16, MASSACHUSETTS

1960

General Information and Explanations  
relating to Chapter 760, Acts of 1960

An Act Providing State Aid for Free Public Libraries

I. Over-all objectives of the Act

1. To provide a framework in which the local public libraries can move forward toward achievement of state and national standards for public library service
2. To stimulate increased local support for public libraries
3. To reduce basic inequalities in public library service as offered in urban and rural areas
4. To reimburse the larger libraries for special and valuable services provided communities in the surrounding areas
5. To establish not more than five regional public library systems to bring adequate library service within the reach of every resident of the Commonwealth.

II. Implementation of the Act

The Massachusetts Board of Library Commissioners and the Division of Library Extension are responsible not only for policies and methods of administration, but also for the results. The Board will promulgate general rules and regulations pertaining to the Act; and the Division will act for the Board in carrying out policies and regulations and in interpreting these policies and regulations to local libraries and municipalities.

III. Definitions pertinent to the Act

1. "Act" means the Act Providing State Aid for Free Public Libraries - Chapter 760, Acts of 1960.
2. "The Board" means the Board of Library Commissioners, c/o Division of Library Extension, 200 Newbury Street, Boston 16.
3. "Free Public Library" means any community library located in a city or town which is financially supported in whole or in part by funds appropriated by a municipality.





4. Minimum Standards of Free Public Library Service means those standards established and adopted by the Board on December 7, 1960 for the purpose of certifying free public libraries for a state grant to the municipalities in which the libraries are located.
5. Population means the population of a city or town as determined by the last preceding state or national census.
6. Division of Library Extension means the state administrative agency charged by state law with the extension and development of public library services throughout the Commonwealth of Massachusetts.
7. Funds means, with reference to Section 19A of the Act, state funds charged against the proceeds of the taxation on income under Chapter 62 of the General Laws, and to be paid annually by the State Treasurer as a grant to a city or town wherein the public library service meets minimum standards as defined. With reference to Section 19C of the Act, funds means state funds appropriated annually in the budget of the Division of Library Extension for expenses of Regional Public Library Systems which have been approved by the Board of Library Commissioners.
8. Annual Report means the report on public library service which each library in a city or town which applies for a state grant under Section 19A of the Act shall make and transmit to the Division of Library Extension on or before January 25 of each calendar year. This report shall contain such information, based upon the services and statistics of the preceding calendar year, as required by the Board.
9. Annual appropriation for free public library service shall mean the sum appropriated for a fiscal year by a city or town for its free public library service. This annual appropriation shall be for the city or town's calendar or fiscal year immediately preceding the state fiscal year in which a grant is made.
10. Total budget for free public library service shall mean the total amount expended in any given year for public library service - this sum to include all appropriated funds plus all money received from endowments, trusts, and any and all other sources and expended for public library service within a city or town.

IV. Legislation pertinent to the Act -

General Laws (Tercentenary Edition) as amended to January 1, 1961.

1. Chapter 4, Section 7 - defines fiscal year for Commonwealth and basis of population determination.





2. Chapter 15, Sections 9 - 11 as amended by Chapter 429 of Acts of 1960 - pertain to structure of Board and Division within the Department of Education.
3. Chapter 44, Section 53 - relates to the disposition and use of city and town funds.
4. Chapter 62 - relates to the payments to cities and towns from the proceeds of the taxation on incomes.
5. Chapter 78, Sections 1, and 7 - 31 inclusive as amended by Chapters 429 and 760 of the Acts of 1960 - relate to public libraries, the powers of the Board of Library Commissioners, and the Certification of Librarians.

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Approved by  
Board of Library Commissioners  
March 15, 1961





# Massachusetts Division of Public Libraries

## LIBRARY STANDARDS IN OUTLINE

1960

1. Trustees: Board comprising men and women active in the community, interested in the library, meeting regularly, alert to new problems.
2. Librarian: In small towns and rural communities, the best available in education and ability. In urban and suburban areas, college and library school or their equivalent in education and library experience; executive and administrative ability.
3. Income: \$1 per cap., minimum; or from 2% to 3% of the town's total appropriations. Not less than \$500 even in the smallest towns. Apportionment: Approximately 50% for salaries, 25% for books, (25% for maintenance.) 10% Binding & Supplies 15% Maintenance
4. Books: Adequate to community; carefully selected and purchased frequently from recommended lists. Systematic inspection and revision of the collection. Proportion: Children's books, adult fiction, adult non-fiction (including reference books) approximately 1/3 each.
5. Records: Card catalog, kept up-to-date. Classification according to a recognized scheme. Card charging system.
6. Library quarters: Adequate for service; attractive inside and out.
7. Special attention to children and reference service.
8. Extension service to outlying districts, schools, hospitals, clubs, mills, etc. Branches or stations as needed. Continuous publicity. Registered borrowers, from 30% to 50% of the town population.

	Class Population range	I	II	III	IV	V
		Under 500	500 1000	1000 1500	1500 2000	2000 3000
9. Hours open per week (min.)		8	8-10	12	15	18
10. Circulation per cap. (min.) 30% to 45% non-fiction		10	10	9	9	9

Class Population	VI 3000 5000	VII 5000 <del>7500</del>	VIII <del>7500</del> 15,000	IX 15,000 25,000	X 25,000 50,000 100,000 200,000		
9. Hours	24	<del>36</del> 12000	48	<del>48-60</del>	60-60	72	72
10. Circulation	8	8	<del>7</del>	7	6	6	<del>5-6</del>
11. No. of assts	1	1-2	2-4	4-7	7-15	17-32	33-125
12. Branches or stations				1-3 St or 1 Br	6 St or 1 Br	12-24 S or 2-4 Br	18-54 S or 3-9 Br
13. Organized departments with trained chiefs				1 (ch)	2 (Ch, Ref)	3 (Ref, Ch, Cat)	5-6

• 1911-12-19





# *The Commonwealth of Massachusetts*

*Department of Education*

*Division of Library Extension*

*200 Newbury Street, Boston 16*

May 15, 1961

Mr. Hugh F. Colliton, Jr.  
Brackett Rd.  
Wayland, Mass.

Dear Mr. Colliton:

The Board of Library Commissioners acknowledges receipt of the annual report form or forms on public library service and the application form for a state grant for the free public library or libraries in your city or town under Chapter 760 of the Acts of 1960.

We are pleased indeed that you are planning to participate in this program of state aid for free public libraries. However, it is necessary at this time to notify you that certification of your municipality's 1960 public library service has been given with reservations since certain minimum standards for such services as promulgated by the Board in December 1960 have not been complied with completely. Because a principle of gradualism is built into the minimum standards, the Board is assuming that your application for state aid in 1961 is an indication that efforts will be made in the future to achieve the standards. Information on these standards in relation to your city or town's library service is given below.

A state grant of \$ 2,193.24 will be paid on or before July 1, 1961 by the State Treasurer to the city or town on the basis of the Board's certification.

Sincerely yours,

*Richard J. Sullivan*  
1961

RJS:G/s

Richard J. Sullivan, Chairman  
Board of Library Commissioners

Class Number <u>III</u>	Minimum Standard	City or Town's Performance
Hours Open Per Week	50 hrs.	46 1/2 hrs.
Expenditure of Total Library Budget for Books	15 %	O.K.







*The Commonwealth of Massachusetts*  
*Department of Education*  
*Division of Library Extension*  
*200 Newbury Street, Boston 16*

March 1961

TO: Chief Librarians or Librarians-in-charge  
and Chairmen, Boards of Library Trustees

Enclosed you will find materials pertinent to Chapter 760 of the Acts of 1960 - an Act providing state aid for free public libraries.

You will note that any State funds that are available during the State fiscal year 1960-1961 for distribution on or before July 1, 1961 cannot be allocated among the qualifying municipalities until an annual report on public library service for the municipality's 1960 fiscal year has been filed with the Board of Library Commissioners and until the same Board certifies that the public library or libraries located therein meets certain minimum standards of free public library service.

Will you, therefore, please have the enclosed application for State Aid completed and returned no later than April 15, 1961 to Board of Library Commissioners, Attention: Director, Division of Library Extension, 200 Newbury Street, Boston 16.

In the case of communities which have more than one independent library receiving support in whole or in part from the municipality, it will be necessary for each library to file an annual report form with the Board. However, only one application form for the state grant may be filed with the Board for each municipality. Therefore, it is the responsibility of local librarians and local library board members to discuss together the filing of the grant application and to designate one library board chairman to assume the responsibility for completing the grant form and filing it for the municipality wherein there is more than one public library located.

The certified statement of total public library appropriations and expenditures should agree with information filed or to be filed by your municipality with the Department of Corporations and Taxation.

Sincerely yours,

*Richard J. Sullivan*  
Richard J. Sullivan, Chairman  
Board of Library Commissioners

RJS/C:h





The Commonwealth of Massachusetts  
Department of Education  
Division of Library Extension

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<u>Libraries in communities with population</u>	<u>Minimum Hours Open per Week</u> (Summer Schedules Excepted)
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In order to protect all present incumbents, the personnel standards will apply to new appointees only. New appointees to librarian-in-charge positions in libraries serving a population under 10,000 will be allowed a five-year period in which to qualify by special library training.

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Chief Librarian: professional training preferably with previous experience in library work. Recommended: one staff member (full-time or equivalent) should be the minimum provision for each 2,500 people in the service area.





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5. "Expend a reasonable portion of the library's total budget for books and periodicals" means that the total annual amount expended from the library's total budget for books and periodicals should represent a percentage of the total annual library budget as indicated in the tabulation given below for libraries serving communities of varying sizes. It is recommended that the book collection provide materials of interest to adults, young adults, and children in all basic fields of knowledge; and that currently useful titles are added annually, with provision for judicious and regular discarding of obsolete and/or worn-out materials.

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  - (a) that any registered library borrower may borrow books through an inter-library loan arrangement from any public library accepting state aid
  - (b) that any free public library accepting state aid under Section 19A must be willing to lend its books to any other such library accepting state aid under Section 19A for the use of registered library borrowers of the other communities under such written conditions and/or regulations of inter-library loan procedure as may be made by the board of trustees or other authority having control of the library so lending. Local libraries may reserve the right to refuse to negotiate an inter-library loan for local registered borrowers who are flagrantly delinquent. (Basic law for inter-library loan - G. L. Ch. 78 Sec. 8)
  - (c) that books and related materials held by local libraries under trust agreements to the contrary or purchased by local libraries out of trust monies and appropriately marked as having been so obtained shall not come within the purview of this requirement if it appears to local boards of trustees that such non-discretionary use via inter-library loan would violate the terms of the will or other instrument establishing said trusts.
  - (d) that local library administrators will agree to cooperate fully with one another in effecting the return of overdue books borrowed by non-residents on inter-library loan and to collect charges for the mutilations enforcing to the fullest extent - Ch. 266, Sec. 99 and 100, G. L. Tercentenary Ed.





# *The Commonwealth of Massachusetts*

## *Department of Education*

### *Division of Library Extension*

*200 Newbury Street, Boston 16*

April 5, 1961

Dear Librarian and Board Chairman:

To advance the establishment of a comprehensive state-wide program of regional public library service in accordance with Section 19C, Chapter 760, Acts of 1960, the Board of Library Commissioners has designated boundaries for five regional public library systems. Your municipality is included in the Metropolitan Boston Region.

Each Region will have a Regional Advisory Council which shall consist of the chief librarian of each city or town in the regional area, as authorized in Section 19D of the above-mentioned Act. The primary responsibility of a Regional Advisory Council will be to submit for the approval of the Board of Library Commissioners a plan of operation and service for the regional public library system within its regional area.

The Board of Library Commissioners invited Milton E. Lord, Director of the Boston Public Library, to serve as Chairman Pro Tem with the responsibility of calling and chairing the organizational meeting of the Regional Advisory Council for the Metropolitan Boston Region. Mr. Lord has accepted the invitation to serve, and has scheduled the first meeting of this Regional Advisory Council on Tuesday, April 25, 1961 at 8:00 P.M. in the Brookline Public Library. Head librarians and members of local boards of library trustees of all the municipalities in the Metropolitan Boston Region are cordially invited to attend this important meeting.

Enclosed with this letter are four releases prepared and approved by the Board of Library Commissioners for the guidance and direction of Regional Advisory Councils in drawing up plans for regional public library service. If the regional public library systems are to develop in response to the needs of an area and the objectives of the local participating libraries, it is vitally important that local library officials make suggestions and recommendations through their Regional Advisory Councils.

Please read the enclosed materials carefully and retain them for future reference.

Sincerely yours,

*Richard J. Sullivan*  
Richard J. Sullivan, Chairman  
Board of Library Commissioners

RJS:G/n  
encs





Massachusetts Board of Library Commissioners

200 Newbury Street

Boston 16, Massachusetts

Topical Outline

of a

Plan for a Regional Public Library System

A letter of transmittal should accompany each copy of the plan or any amendment thereto. The transmittal letter should describe the material submitted; indicate the date on which the plan was adopted by the Regional Advisory Council, as well as the proposed effective date of the plan; and request that the plan be approved. All plans and amendments thereto should be submitted to the Board of Library Commissioners, 200 Newbury Street, Boston 16, Massachusetts via the Advisory Council Coordinating Committee. Since the regional plan is the basis upon which the regional public library system's eligibility for state funds is determined, it is a commitment by the participating libraries in the regional public library system as to the operation of the regional public library program described.

Form of the plan:

1. Copy should be typed or duplicated on standard 8 1/2 x 11 paper.
2. Submit in triplicate
3. Number sections of the plan in accordance with the topical outline
4. Amendments to reflect changes in the basic plan and to present the annual program must also be submitted in triplicate in accordance with the topical outline.

1.0 The Regional Public Library System.

- 1.1 Give name of the Regional Public Library System and date of its formal organization.
- 1.2 Give name of the public library or libraries designated as the regional library or libraries. Include the names and addresses of the trustees of the regional library or libraries and indicate the officers of these boards.
- 1.3 Give name of the principal administrative officer or officers of the regional library or libraries.
- 1.4 List the public libraries participating in the regional public library system as follows:





- | <u>Library</u> | <u>Municipality</u> | <u>U.S.Census<br/>1960<br/>Population</u> | <u>Area in<br/>Square Miles</u> |
|----------------|---------------------|---|---------------------------------|
|----------------|---------------------|---|---------------------------------|
- 1.5 Explain the plan of interaction among and/or between the local boards of library trustees in the regional system. Where this relationship is by contract and/or service agreement, attach a copy of such documents.
- 2.0 Fiscal Provisions
- 2.1 Designate the fiscal agent or agents to whom state funds for regional public library service will be paid; and who will have authority to approve the expenditure of any funds so paid
- 2.2 Attach copy of proposed budget for regional public library system. A July 1 - June 30 fiscal year is prescribed for the state government. Therefore, it is necessary for reporting purposes that regional public library systems report proposed or actual expenditures under an approved plan in terms of the state rather than the local municipality fiscal year.
- 2.3 Note here the agency and locations where the accounts and supporting fiscal documents will be maintained by the regional public library or libraries, and will be available for state audit
- 3.0 Describe the various features of the plan for regional public library service to be available under Section 19C (1) to participating municipalities having fewer than 25,000 inhabitants.
- 3.1 List the regional staff positions and include names of incumbents designated full or part-time to supplementary regional public library service or activities. Full-time equivalency may be figured at between 35-40 hours per week. For each full or part-time position, indicate the training and experience qualifications and the hours per week to be devoted to regional services and activities.
- 3.2 Outline the plan and procedures whereby books and related materials will be purchased for, and used throughout the regional public library system.
- 3.3 List any special types or kinds of equipment to be purchased for specific regional projects or activities



- 3.4 If mobile service is to be provided, include a list of the municipalities within the system to be served and a copy of the actual or proposed service schedule.
- 4.0 Describe the various features of the plan for regional reference and research service under Section 19C (2) to be available to all municipalities participating in the regional system.
  - 4.1 List the regional staff positions and include names of incumbents designated full or parttime to regional reference and research service. Full time equivalency may be figured at between 35-40 hours per week. For each full or part-time position, indicate the training and experience qualifications and the hours per week to be devoted to regional reference and research service.
  - 4.2 Outline the plan and procedures whereby books and related materials for reference and research service will be purchased for, and used throughout the regional public library system.

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Approved by  
Board of Library Commissioners  
March 15, 1961







*The Commonwealth of Massachusetts*  
*Department of Education*  
*Division of Library Extension*  
*200 Newbury Street, Boston 16*

April 20, 1961

Dear Mr. Colliton:

In processing the application forms for certification for a state grant-in-aid under Chapter 760 Acts of 1960, it has come to our attention that, while an intent to apply for a state grant and a 1960 annual report form had been filed for your library, we have not yet received the formal application form for a grant. A copy of this form was mailed out in March both to the Head Librarian and to the Chairman of the Board of Library Trustees. This application should have been completed and returned to this office on or before April 15, 1961.

Within the next few days, we will be preparing and forwarding to the Department of Corporations and Taxation a list of the municipalities certified by the Board for the grant. Your community will not appear on this list; and, as a result, will not receive the anticipated revenue from the state tax on incomes unless the enclosed application form is completed and returned to us immediately.

Sincerely yours,

*Richard J. Sullivan*

Richard J. Sullivan, Chairman  
Board of Library Commissioners

RJS:G/s  
Enclosure





MASSACHUSETTS DIVISION OF LIBRARY EXTENSION  
200 NEWBURY STREET  
BOSTON 16, MASSACHUSETTS

Implementation of Chapter 760 Acts of 1960 Section 19C

Plans for Regional Public Library Systems

I Preamble or Introduction

The Massachusetts Board of Library Commissioners is charged by said law with the establishment of a comprehensive state-wide program of regional public library service, consisting of regional public library systems, which shall not exceed five.

- A. Responsibilities of Board of Library Commissioners pertaining to the development and establishment of regional public library systems in the Commonwealth
  - 1. Promulgate policies, general rules and regulations pertaining to establishment, administration and supervision of regional public library systems
  - 2. Delineate the areas of not more than five regional public library systems for the establishment of a comprehensive state-wide program of regional public library service
  - 3. Contract with a library or libraries designated by the Board of Library Commissioners in an area for the provision of specific regional public library services
  - 4. Authorize funds annually to implement approved plans of operation and service for regional public library systems
- B. Responsibilities of Division of Library Extension as the official agency of the Board of Library Commissioners in all matters pertaining to the administration of regional public library systems in the Commonwealth
  - 1. Interpret to local public libraries the policies, general rules and regulations of the Board of Library Commissioners
  - 2. Provide such advisory and consultative service as is needed to stimulate, promote, and guide the development, establishment, and coordination of not more than five regional public library systems



3. Supervise the administration of all those activities of a regional library or libraries which form a part of the plan of operation and service in a regional public library system
4. Organize and administer a plan of operation and service in a regional public library system where it may not be practicable for the Board of Library Commissioners to enter into an arrangement with an existing public library or libraries to provide for regional public library service
5. Evaluate the effectiveness of regional public library system services and activities annually and/or at such intervals as the Board requires.

## II Definitions

- A. Regional public library system means a group of independent public libraries, located in one of not more than five regional areas defined by the Board of Library Commissioners, working together without loss of local autonomy in order to provide a more effective program of library service to all residents of the area. The system is formed when local Boards of Library Trustees of the cooperating free public libraries enter into voluntary service agreements and/or working arrangements with the Board or Boards of Library Trustees of the regional library or libraries under a state-financed plan of operation and service approved and supervised by the Board of Library Commissioners through its Division of Library Extension.

Where it is not practicable for the Board of Library Commissioners to enter into an arrangement with an existing library or libraries to provide for regional library service, such services may be offered through a unit established and maintained by the Division of Library Extension.

Non-participating free public libraries in an area served by a regional public library system may be admitted to membership after formation of the system, subject to the approval of both the Board of Library Commissioners and the Regional Advisory Council.

- B. Regional Advisory Council means an organization provided for under Section 19D of Chapter 760, Acts of 1960. This organization shall consist of the chief librarian of each city or town in each of the five regional areas defined by the Board of Library Commissioners. The primary responsibility of the Regional Advisory Council shall be to make suggestions and recommendations to the Board of Library Commissioners concerning the regional public library systems.





- C. Act means the Act providing State Aid for Free Public Libraries Chapter 760 of the Acts and Resolves of 1960 which amends Chapter 78 of the General Laws by inserting after Section 19 -- four Sections: 19A, 19B, 19C and 19D.
- D. Commissioners means members of the Board of Library Commissioners c/o Division of Library Extension, 200 Newbury Street, Boston 16.
- E. Free Public Library means any community library located in a city or town which is financially supported in whole or in part from public funds.
- F. Population means the total population of a city or town as determined by the 1960 U.S. Census.
- G. The Division of Library Extension means the library administrative agency charged by State law with the extension and development of public library services throughout the state.
- H. Appropriation means the funds appropriated annually in the budget of the Division of Library Extension for expenses of Regional Public Library Systems which have been approved by the Board of Library Commissioners. The full amount authorized for expenses of such regional public library services may not exceed twenty-five cents per resident of the region within which an approved regional public library system is established.
- I. Services to communities having fewer than twenty-five thousand (25,000) inhabitants as provided for under Section 19C.(1) means certain supplementary regional public library services as designated in the operational plan of a Regional Public Library System; such as:
  - 1. Field advisory service to local libraries by specialists in service to adults, young people and children
  - 2. Bookmobile service
  - 3. Rotating collections of books
  - 4. Lending of films and/or recordings
  - 5. Publicity and exhibit services
  - 6. Centralized cataloging and book processing
  - 7. Centralized purchasing of books and related materials
  - 8. Centralized purchasing of supplies and equipment
  - 9. Central depository of last copies and/or little used materials.
  - 10. In-service training for librarians and orientation programs for trustees





J. Regional reference and research service to meet the reference and research library needs of the residents of all the cities and towns in a regional public library system means: (a) the provision of reference and research books, periodicals and other library materials; and (b) the personnel employed in such reference and research service; such as:

1. Telephone reference service from local free public libraries to the regional library or libraries designated by the Board
2. Reference service in depth and research service available at or from the regional public library for all residents of the regional public library system
3. Coordination of reference resources of the regional areas
4. Microfilm readers and equipment at the designated regional public library or libraries
5. Photostatic copy machinery and equipment at the designated regional public library or libraries
6. Teletype service between regional public libraries in all of the approved regional public library systems of the Commonwealth
7. Field advisory service in building and in effecting maximum use of reference collections in local free public libraries of the regional area
8. Inter-Library loan of books and related materials in regular circulating collections
9. Truck service as needed from regional public library or libraries to local free public libraries in system for delivery of books and related materials needed to meet reference and research needs.

### III The Regional Public Library System - General Information and Guide Lines

A regional public library system operates according to a plan of service prepared by a Regional Advisory Council and approved by the Board of Library Commissioners. The plan will provide for services to the public as well as to the participating public libraries. The extent of these services will be determined by the needs and the resources of the area, the objectives of the cooperating libraries, and by the amount of money available to finance them.

To the extent that a locally-controlled library or libraries participate as the regional library or libraries of a system, the administration of activities and services which form a part of the regional service must be under the general supervision of the Board of Library Commissioners. Activities of the regional system may be coordinated with activities of the locally-controlled libraries but only activities and expenditures for activities which are approved as a regional library service by the Board and are under the Board's general supervision can be considered part of the regional public library system.



A regional public library system may be established and given provisional approval by the Board, provided the operational plan shows that service will be given to at least 50,000 persons residing in ten or more municipalities other than the municipality or municipalities in which the regional library or libraries are located. It is expected that such a regional public library system will expand into a fully-approved and larger system which will fit into the comprehensive statewide program of regional public library service within a five-year period. Full approval of a regional public library system **will be given** only when: (1) the majority of communities within a designated region are participating; and (2) certain prescribed systemwide services are being offered and provided.

#### A. The Regional Advisory Councils

##### 1. Organization

The Regional Advisory Councils are provided for under Chapter 760, Acts of 1960, Section 19D. The Board of Library Commissioners appointed a seven-member Advisory Council Coordinating Committee with the Director and Assistant Director of the Division of Library Extension serving as Co-Chairmen and one member from each of the five regional areas designated by the Board. This special committee was charged with responsibility for drawing up bylaws for the Regional Advisory Councils, for reviewing plans for regional library systems, and for planning areas of cooperation among the five systems.

The five members of the Advisory Council Coordinating Committee who represent the five regional public library systems were invited by the Board of Library Commissioners to serve as Chairmen Pro Tem of the five regions with responsibility for calling and chairing the organizational meetings of the five Regional Advisory Councils. Establishment of the Regional Advisory Councils then proceeds in accordance with the Regional Advisory Council Bylaws as approved by the Board of Library Commissioners.

##### 2. Responsibilities

- a. Determine the services and/or activities which best meet area needs through a regional public library system within the limits of the regional area budget
- b. Develop an operational plan for a regional public library system which includes an operating budget and the contractual arrangements for carrying on the regional services and activities
- c. Submit recommended plan via the Advisory Council Coordinating Committee to the Board of Library Commissioners in accordance with the designated topical outline form prescribed
- d. Make recommendations and suggestions to the Board relating to the amending of the regional plan





B. Guide lines for developing operational plans for Regional Public Library Systems. (Based on A. L. A. Public Library Service, 1956)

1. Accessibility

- a. The Regional Library or Libraries of a system must be within a one-day trip (to the library and return, with time for consultation and use of resources) for all residents of the region
- b. There shall be rapid communication by teletype and/or telephone among the five regional public library systems
- c. There shall be provision for telephone service from all local participating libraries in a system to the regional library or libraries of the system for prompt referral of reference requests and inter-library loans
- d. There shall be inter-library loan of materials among libraries within three days from initiation of request to delivery of item
- e. There shall be reciprocal borrowers' privileges among all libraries participating in the systems

2. Resources

- a. There shall be a collection providing basic library materials to meet regional needs and interest, as well as all age levels, short of the highly specialized materials available only in a few large collections in the Commonwealth
- b. There shall be sufficient duplication of titles in the regional library or libraries to meet most requests when made
- c. There shall be provision for regular and frequent rotating collections or exchange of materials for considerable periods of time among local participating libraries and the regional library or libraries
- d. If the system provides for more than one regional library, the system shall show that such separation of the regional resources will not weaken the scope of the collection or the quality of the reference and informational service available to readers through such collections; and further provide that there shall be a unified means of location of the total adult non-fiction holdings of the several libraries in which the system collections are housed
- e. There shall be adequate provision for non-book materials as an integral part of the system's holdings





### 3. Service

- a. The regional library or libraries shall be open at least 60 hours per week
- b. There shall be professional information or reference service available at all times the regional library is open
- c. There shall be a plan for referral of information inquiries from local participating libraries to the regional library or libraries when these information inquiries cannot be answered locally
- d. There shall be active guidance of reading for all age-levels - adults, young people, and children - by professionally qualified assistants
- e. There shall be provision for periodic visits of specialized professional personnel from the regional library or libraries to participating local libraries
- f. There shall be provision for in-service training programs for local librarians and trustees
- g. There shall be provisions for regionwide publicity and exhibit services
- h. There shall be arrangements made, when and where desirable, for centralized processing of library materials, centralized purchasing of library supplies
- i. There shall be provision for cooperative materials evaluation and selection to avoid unnecessary duplication of materials and to build up in the region as extensive a collection as possible
- j. There shall be provision for bookmobile and book delivery service in the region to the end that regionwide library service is within easy reach of every resident of the area

IV Implementation of Regional Public Library Systems - The establishment and continued operation of regional public library systems are dependent upon an annual state appropriation from the General Fund to the Division of Library Extension "for expenses of regional public libraries with the approval of the Board of Library Commissioners". This appropriation is "subject to the provisions of law regulating the disbursement of public funds and approval thereof, and the conditions pertaining to appropriations in Chapter five hundred and seven of the Acts of Nineteen Hundred and Sixty"; and to subsequent legislation appropriating state funds for regional public library service.



A. Disbursement of funds for regional public library systems

1. The Board reserves the right to make the final decision as to the priority plan for the establishment of the regional public library systems which may not exceed five.
2. In addition to the actual statute under which the regional system program will operate, the Board will promulgate regulations which will constitute the standards which a system must meet to qualify for state funds.
3. The Board will certify regional plans for either provisional or full approval:
  - a. Provisional approval will be granted for gradual achievement of a total plan of approved regional library service within a period of five years.
  - b. Full approval will be granted a plan which meets all established regulations and requirements and which provides systemwide services to the majority of the cities and towns in the regional area.

Approved: March 15, 1961  
Board of Library Commissioners





MASSACHUSETTS DIVISION OF LIBRARY EXTENSION  
200 NEWBURY STREET  
BOSTON, MASSACHUSETTS 02116

The Library Services and Construction Act  
H.R. 4879 and S. 2265

This legislation will amend the Library Services Act (P.L. 84-597) to expand its coverage to all areas, regardless of population (with the removal of the 10,000 limitation) and to include provisions for construction of public library buildings on a matching basis.

H.R. 4879

Library Services Provisions:

1. Annual authorization of matching grants to States increased from \$7.5 million to \$25. million for fiscal 1964, and such sums as Congress may determine for next 2 years. Massachusetts share for 1964 under \$7.5 million authorization is \$122,847.
2. Minimum basic State allotments for services and minimum expenditure requirements to insure maintenance of State and local effort would each be increased from \$40,000 to \$100,000.
3. Remainder of sums appropriated would be allotted to states on the basis of population.
4. Federal share of expenditures under State Plan determined on basis of relative State per capita income. For the fiscal years 1964 and 1965, the Massachusetts ratio is:  
federal percentage - 43.14  
state percentage - 56.86
5. Base year changed from fiscal 1956 to fiscal 1963.

Construction Provisions:

1. To qualify for construction grants, States must submit and have approved State plans containing provisions comparable to most of those in the State Plan for Library Services.
2. Annual authorization of matching grants to States of \$20. million for fiscal 1964, and such sums as Congress may determine for the next 2 years.
3. Minimum basic state allotments for each fiscal year would be \$80,000 with remainder of sums appropriated to be allotted on the basis of population as is the case for allotments for library services.
4. Allotments for fiscal 1964 would be available for obligation for 2 years.
5. Federal share of expenditures for construction determined on same basis as for services.



S. 2265

Provisions same as for H.R. 4879 except for principal amendment which sets ceiling of \$25. million for services and \$20. million for construction for each of the three years under which Act is effective.

H.R. 4879     House version of Library Services and Construction Act remains pending before the House Rules Committee.

S. 2265        Approved by Senate on November 26, 1963 by a vote of 89 - 7. Both Massachusetts Senators voted for the bill.

November 1963

nb-600.





## MEMORANDUM

November 1962

TO: Head Librarians

FROM: V. Genevieve Galick, Director  
Division of Library Extension

SUBJECT: State Aid for Free Public Libraries  
for Fiscal 1963

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One copy of the attached form should be completed and returned to this office to signify the intention of your city or town of applying for a state grant for the public library in the 1963 calendar year. The second copy should be retained for your files.

The state funds available during the State fiscal year 1962-1963 for distribution on or before July 1, 1963 pursuant to Chapter 760 of the Acts of 1960 will not be certified for distribution to the qualifying cities and towns until library boards have filed with the Board of Library Commissioners an annual report form on the local public library service for the 1962 fiscal or calendar year and a statement relating to hours open, annual expenditure for library purposes and amount of the total library budget expended for books and periodicals for that same fiscal year.

However, since library boards and librarians will now be preparing 1963 budget requests and discussing the library's budget needs for 1963 with local finance boards and committees, it is important to anticipate at this time that 1963 state grants to local municipalities for public libraries will be paid by the state treasurer on or about May of 1963 from the proceeds of the state taxation on incomes as follows:

1. To each town having a population of less than 2,000 (based on 1960 U.S. Census figures), a sum equivalent to the amount appropriated by the town for free public library service during 1962, but in no event more than \$500.

2. To each city or town having a population of 2,000 or more (based on 1960 U.S. Census figures), the sum of \$.25 for each resident therein; provided that such city or town appropriated during 1962 for its free public library service at least \$500.

Only one intent form for this state grant may be filed for each municipality. It is the responsibility of the library board chairman and the head librarian to confer on the filing of this form. Furthermore, in the case of communities which have more than



one independent library receiving support in whole or in part from the municipality, it is the responsibility of the library board chairmen and head librarians to confer on the filing of the application and to designate one library board chairman or head librarian to complete the form and file it for the municipality.

As in 1962, the 1963 state grants to local municipalities for public libraries will be reported as a "cherry sheet item" and the amounts so reported then used by local tax assessors in determining the local tax rate. The total amount of the grant or any part thereof will be available for expenditure for library purposes only after local appropriation for library purposes. H366, a bill filed in the 1962 Legislative Session to amend the state aid law so that state grants distributed thereunder would be available for public libraries without further appropriation, died in committee.

Please complete and return one copy of the attached form to this office on or before December 31, 1962 to indicate your intention of applying for the state grant in 1963. These forms will provide the Board of Library Commissioners with information on the number of cities and towns which will be applying for the 1963 grant and an estimate of the total amount to be so distributed. It is necessary to forward this information on all municipalities to the Department of Corporations and Taxation in January 1963.

Board of Library Commissioners  
Division of Library Extension  
200 Newbury Street  
Boston 16, Massachusetts





MASSACHUSETTS DIVISION OF LIBRARY EXTENSION  
200 NEWBURY STREET  
BOSTON, MASSACHUSETTS 02116

December 4, 1963

MEMORANDUM

TO: Chairmen, Boards of Library Trustees and  
Chief Librarians, or Librarians-in-Charge

SUBJECT: 1964 State Aid for Free Public Libraries

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Chapter 760, Acts of 1960 - the original act providing state aid for free public libraries was amended by Chapter 672, Acts of 1963. A copy of both acts are enclosed. Chapter 672, Acts of 1963 transfers the funding of the direct grants from the state taxation on incomes to the general fund. In November of 1963, the legislature in the 1964 supplemental budget appropriated \$1,270,000. for the Division's 2613-20-17 account. This amount will make possible the payments of direct grants to cities and towns for public libraries on or before June 30, 1964 (the end of the state's 1964 fiscal year). These grants will no longer be a "cherry sheet item." As before, the Board of Library Commissioners will receive applications from and certify municipalities for these grants. The list of municipalities with the amount of the grants will be forwarded by this agency on an invoice warrant to the State Treasurer who will make the payments to the cities and towns. We have set up a time schedule which is geared to processing the grant applications during the next three months and to certifying the payments to the State Treasurer during the month of April 1964. It is our understanding that the state grants for public libraries will now be paid to cities and towns as money available for local appropriation for public library purposes.

Enclosed with the copy of this memorandum which is being sent to all head librarians are two copies of the application form for a 1964 state grant. One copy of this application form should be completed and returned to the Board of Library Commissioners, Attention: Director, Division of Library Extension, 200 Newbury Street, Boston, 02116 as soon as possible but no later than February 14, 1964.

The following information relative to this grant payment is of considerable importance:

1. To be eligible for a 1964 state grant, a city or town must have made a local appropriation for free public library service in the 1963 calendar year. If the municipality has a population of over 2000 (U.S. 1960 Census), the local appropriation for public library service in 1963 must have been at least \$500.
2. Prior to certification of a city or town for a 1964 state grant, the law requires that there be filed with the Division of Library Extension a 1963 Annual Report Form on the public library services for the public library or libraries within the city or town.



3. In certifying cities and towns for this state grant, the Board of Library Commissioners is required also by law to apply to local public library service certain minimum standards relating to personnel, hours open, and percentage of total library budget expenditure for books and periodicals. Reference should be made for this information to the Minimum Standards of Free Public Library Service which were distributed in October 1961 to all public libraries.
4. If a city or town is not meeting one or more of the minimum standards of public library service at the time of the filing of the application form for a 1964 grant, it is recommended that a statement be appended to the application - which statement briefly indicates the library's plans to attain the standard or standards at a future date and requests an exemption for the current year. Such statements will be carefully reviewed by the Board of Library Commissioners.
5. In municipalities where there is more than one public library receiving some support by local appropriation, it is necessary that each library file a 1963 annual report form with the Division. However, only one application form for the 1964 state grant may be filed for each municipality. In such cases, it is the responsibility of local librarians and local library board chairmen to discuss together the filing of a grant application and to designate one official to assume the responsibility for completing the grant application and filing it for the city or town.
6. The 1964 grants will be figured as in the 1961, 1962 and 1963 years on the basis of 1960 U.S. Census population statistics. For budget purposes, the 1964 grant may be estimated as follows:
  - (a) For municipalities with a population of less than 2000, a sum equivalent to the amount appropriated locally for free public library service during 1963, but in no event more than \$500.
  - (b) For municipalities with a population of 2000 or more, a sum not exceeding \$.25 for each resident therein; provided, that such city or town appropriated during 1963 for its free public library service at least \$500.
7. The direct state grants for public libraries will henceforth represent new monies distributed by the state to local municipalities and available for expenditure for public library service only by local appropriation.

734.70  
1205.58

307.71

335.09

768.82

706.22

14.00

40.00

687.15

1411.13

79.15

7843.73

Mar

13179.28

21696.69 Salaries.

34867.97

75.97

34794.00

75,97 extra capital exp.

1344.41

1558.82

1898.56

1824.56

2167.87

1731.42

1886.02

1718.92

1743.57

1741.75

1744.71

2076.08

21696.69



MASSACHUSETTS DIVISION OF LIBRARY EXTENSION  
200 NEWBURY STREET  
BOSTON 16, MASSACHUSETTS

Name of City or Town	1960 Population	1963 State Grant under Chapter 760, Acts of 1960 (based on \$.25 per resident)
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WAYLAND	10,444	\$ 2,611
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To: The Board of Library Commissioners  
c/o Division of Library Extension  
200 Newbury Street  
Boston 16, Massachusetts

The city or town of \_\_\_\_\_ is planning to apply for  
a state grant for its free public library or libraries in 1963.

Signed \_\_\_\_\_

Board Chairman or Head Librarian

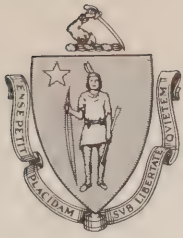
Name \_\_\_\_\_  
of library \_\_\_\_\_

City or Town \_\_\_\_\_

Date \_\_\_\_\_

11/30/62





*The Commonwealth of Massachusetts*  
*Department of Education*  
*Division of Library Extension*  
*200 Newbury Street, Boston 16*

May 24, 1962

Miss Marjorie Ferris, Librarian  
Wayland Free Public Library  
Wayland, Massachusetts

Dear Miss Ferris:

The Board of Library Commissioners acknowledges receipt of the 1961 annual report form or forms on public library service and the application for a 1962 state grant for the free public library or libraries in your city or town under Chapter 760, Acts of 1960.

We are very pleased that you are participating in this program for state aid for free public libraries. It also gives us great satisfaction to notify you that your municipality's public library service in 1961 met all the requirements of the law and the minimum standards promulgated by the Board and has been duly certified for a state grant of \$2,611.00.

Through the State Department of Corporations and Taxation, the State Treasurer will be instructed to pay this amount on or before July 1, 1962 to the municipality from the proceeds of the taxation on incomes.

Sincerely yours,

*Richard J. Sullivan*

Richard J. Sullivan, Chairman  
Board of Library Commissioners

RJS:jnz

1870

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MASSACHUSETTS DIVISION OF LIBRARY EXTENSION  
200 NEWBURY STREET  
BOSTON 16, MASSACHUSETTS

Architects who have served Massachusetts Libraries  
in recent years

<u>Architect</u>	<u>Address</u>	<u>Some Libraries Served*</u>
Alderman & MacNeish	590 Riverdale Rd., West Springfield	East Longmeadow, Medford Northampton
Alger, Stanley F.	Main Street, Osterville	Hyannis, Osterville
Almy, O. T.	56 No. Main St., Fall River	Somerset
Ames & Graves	137 Newbury St., Boston 16	Boston (Copley Square), Univ. of Mass., Bradford Jr. Coll.
Appleton, W. Cornell	53 State St., Boston	Newton
Architects Collaborative	63 Brattle St., Cambridge	Brookline
Barnard, John & R. Gallagher	Main St., Osterville	Centerville, Yarmouthport
Boyce, Donald	1078 Main St., Holden	Holden, Gardner
Briggs, L. W., Associates	90 Park Ave., Worcester 9	Templeton
Britton, James A.	315 Federal Street, Greenfield	Greenfield, Southbridge
Campbell & Aldrich	38 Newbury St., Boston	Watertown, Westwood
Caplo Associates	57 Pearl St., Springfield	<u>Blandford</u>
Carnes, Mrs. Marjorie	309 Ashland Avenue, Holliston	Ashland
Champney, George M.	1 Great Rd., Medford	Bedford
Conrad, Charles W.	33 Union St., East Walpole	Walpole
Coolidge & Carlson	148 State St., Boston	Dedham, Westfield, West Boylston, West Brookfield
Curtis & Davis	New York and New Orleans	Worcester
Dirks, Bernhard	Mohawk Trail Rd., Greenfield	Orange, West Springfield
Dirlam, Arland A.	739 Boylston St., Boston	Marblehead, <u>Swampscott</u>
Dyer, M. A.	24 School St., Boston	North Cambridge
Gaffney, Walter Associates	West Main St., Hyannis	Wellfleet
Gagnon, Frederick H.	Worcester	Maynard
Goldberg, Carney & I. Richmond	16 Arlington St., Boston 16	Boston (Egleston Sq. Branch)
Goss, Donald C.	131 State St., Boston	Swampscott
Gray, Joseph C.	561 Boylston St., Boston 16	Winchester
Green, A. R. & Son	Holyoke	Holyoke
Hanlon & Donahue	1200 Hancock St., Quincy	Quincy
Herron, John	22 Pleasant St., Worcester	Barre
Hoover & Hill Associates	102 Mt. Auburn St., Cambridge	Lincoln
Kempton, Earle L.	Rambler Rd., Osterville	Dennis, <u>Eastham</u>
Kendall, Stanley G.	32 Pleasant St., Gardner	Gardner
Kilham, Hopkins, Greeley & Brodie	9 Arlington St., Boston 16	Braintree, <u>Lexington</u> , Winchester
Koch, Carl	55 Brattle St., Cambridge	Fitchburg, Wellesley, Weymouth, <u>Needham</u>



Korrlund, LeNormand, & Quann	506 Washington St., Norwood	<u>Sharon</u>
L'Heureux, George	Cedar Lake, Sturbridge	Southbridge
Maloney, Morris	220 Dwight St., Springfield	<u>West Springfield</u>
Murphy, Herbert	Bearskin Neck, Rockport	<u>Rockport</u>
Owen, Frank	Independence Court, Concord	<u>Bedford, Gosnold</u>
Pearce, F. Cliff	Main St., Orleans	<u>Truro (Cobb Library)</u>
Rowatt, D. W.	Summit Ave., No. Scituate	<u>Scituate</u>
Ryerson, Stanley M.	24 Franklin St., Belmont 78	<u>Arlington</u>
Shaw, Richard G.	30 Huntington Ave., Boston 16	Boston (Adams St. Branch)
Shepley, Bulfinch, Richardson & Abbott	1 Court St., Ames Building, Boston	<u>Andover, Boston (South), Brookline, Cambridge, Milton</u>
Springall, Cyrus F.	Sunset Rock Rd., Andover	<u>North Reading</u>
Sterling, Ernest A.	15 Main St., Falmouth	<u>Falmouth</u>
Stuart, Frank	Deceased	<u>Hatfield</u>
Studds, Eastman	Black Horse Lane, Cohasset	<u>Scituate</u>
Tallman, LaBrode, Drake & Underwood	222 Union St., New Bedford	New Bedford, North Dartmouth
Tessier, Henry J.	220 Dwight St., Springfield	Chicopee
Thibedeau, Ray	6 Walnut Lane, So. Hamilton	Hamilton
Wagner & Harding	(now dissolved)	Saugus
Walker, Edgar T. P.	131 State St., Boston	Orleans, Westwood
Washburn, Luther, Associates	North Main St., Attleboro	<u>Attleboro</u>
Watrous, Ralph E.	5 Thiving Road, Lynnfield Center	<u>Lynnfield</u>
Way, Charles H.	Candy Hill Road, Sudbury	Wayland
Wood, Russell J.	385 Concord Ave., Belmont	Sudbury
Wright, Chester F.	681 Main St., Waltham	Waltham (South Side Branch)

\*Libraries underscored indicate an addition rather than a new building

September, 1962





MASSACHUSETTS DIVISION OF LIBRARY EXTENSION  
200 NEWBURY STREET  
BOSTON 16, MASSACHUSETTS

M E M O R A N D U M

January, 1963

TO: Head Librarians

FROM: V. Genevieve Galick, Director  
Division of Library Extension

SUBJECT: S537 - A bill to amend the 1960 Act Providing State Aid for  
Free Public Libraries

\* \* \* \* \*

Attached is a copy of S537, a bill being introduced for consideration by the 1963 session of the Massachusetts General Court to amend section 19A of Chapter 760, Acts of 1960 and relative to direct grants for municipalities whose local public libraries meet certain minimum standards, of free public library service established by the Board of Library Commissioners.

Under the provisions of this proposed amended legislation, the funds for state grants to municipalities for free public libraries would no longer be derived from the proceeds of the state taxation on incomes. Instead, it would change the source of funds for such grants to the General Fund, thereby authorizing new monies for these direct state aid grants.

S537 will be scheduled for a hearing before the Committee on State Administration whose members are listed on the attached sheet.

Librarians are urged to discuss the proposed amendment immediately with their local library Boards of Trustees, take official action on it and lend their support in getting the legislation enacted by the General Court in the 1963 session.

VGG:pf  
Enclosures: 2

# THE HISTORY OF THE

## REPUBLIC OF THE UNITED STATES

OF AMERICA

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# JOINT COMMITTEE ON STATE ADMINISTRATION

## SENATORS

George V. Kenneally, Jr. Chairman	4 Blackwell St., Dorchester	7th Suffolk (Boston)
Paul H. Benoit	771 Lebanon Hill, Southbridge	<u>Worcester &amp; Hampden</u> (Brimfield, Hampden, Holland, Monson, Palmer, Wales, Wilbraham, Belchertown, Ware, Athol, Barre, Brookfield, Charlton, East Brookfield, Hardwich, Hubbardston, New Braintree, North Brookfield, Oakam, Paxton, Petersham, Phillipston, Princeton, Royalston, Rutland, Southbridge, Spencer, Sturbridge, Templeton, Warren, West Brookfield, Winchendon)
Michael J. Galvin	107 Hobart Rd., Newton Center 52	<u>Norfolk &amp; Suffolk</u> (Newton, Brookline, Boston)
Allan F. Jones	Hyannis Rd., Barnstable	<u>Cape &amp; Plymouth</u> (all towns on Cape Cod and Martha's Vineyard; also Fairhaven, Gosnold, Marion, Matta- poisett, Nantucket, Plymouth, Rochester, Wareham, Westport)

## REPRESENTATIVES

Stephen T. Chmura House Chairman	4 Elm St., Holyoke	12th Hampden (Holyoke)
John J. Navin	15 Preston St., Marlboro	9th Middlesex (Marlboro)
J. Robert Mahan	62 Boutelle St., Leominster	12th Worcester (Leominster)
David Bartley	38 W. Glen St., Holyoke	13th Hampden (Holyoke)
Paul Murphy	47 Samoset St., Dorchester	15th Suffolk (Boston, Ward 1)
James R. Nolen	140 Church St., Ware	4th Hampshire (Amherst, Ware, Belchertown, Granby, Pelham)
Stanley J. Bocko	32 Mt. Pleasant St., North Billerica	19th Middlesex (Bedford, Billerica, Burlington, Dracut, Lexington, Tewksbury)
William A. Carey	22 Castleton St., Jamaica Plain	10th Suffolk (Boston)
Benjamin H. White	16 Chestnut St., Groveland	3rd Essex (Groveland, Haver- hill, Merrimac)
Herbert B. Hollis	607 Washington St., Braintree	3rd Norfolk (Braintree, Quincy Weymouth)
William Longworth	25 Stevens St., Methuen	5th Essex (Andover, Lawrence, Methuen, North Andover)





MASSACHUSETTS DIVISION OF LIBRARY EXTENSION  
200 NEWBURY STREET  
BOSTON 16, MASSACHUSETTS

Information Relating to State Grants to Municipalities for Public Libraries  
under Chapter 760, Acts of 1960 Sections 19A and B

- 351 Cities and towns in Commonwealth
- 340 Cities and towns eligible for grant
  - 11 Cities and towns not eligible as follows:
    - 5 towns with no public library service - Hawley, Millville, New Ashford, Peru and Washington
    - 6 towns with public libraries which receive no town appropriation - Ashfield, Conway, Easton, Methuen, Rehoboth, Shutesbury

1961 STATE GRANTS

\$974,442.65 distributed to 237 cities and towns (computed for communities with a population over 2000 at \$.21 per resident because of \$1,000,000 ceiling imposed by law for 1961 year - Chapter 760, Acts of 1960 Section 2).

Of the 237 cities and towns receiving grants in 1961, 40 cities and towns received less than the share for those cities and towns under a \$1,000,000 distribution of state income tax revenue on the "equalization formula" (based on 1945 assessed valuations).

1962 STATE GRANTS

\$1,229,992.95 distributed to 277 cities and towns

Of the 277 cities and towns receiving grants in 1962, 48 cities and towns received less than the share for those cities and towns under the same distribution of state income tax revenue on the "equalization formula" (based on 1945 assessed valuations).

In an attempt to analyze the effect of the grant program on local appropriations for public library service, a questionnaire was circulated from this agency in 1962 to the libraries in the 277 cities and towns receiving grants. Replies were received from 215 municipalities. Only 81 city and town libraries reported that there had been an increase in municipal appropriations for public library service which was felt to be attributable to the state aid to libraries legislation!



The normal base for the distribution to cities and towns of the proceeds of the state income tax is the 1945 assessed valuations of the cities and towns. The state aid to libraries legislation, in its present form, creams from the top of the proceeds of the state income tax, grants for municipalities for public library service in the amount of \$.25 per resident for those with a population of over 2000 and an amount equal to local appropriation for library service during the preceding year (not exceeding \$500.00) for towns having a population of less than 2000. Under the state aid to libraries legislation, it would appear that a total of 68 out of 351 cities and towns receive less distribution of state income tax revenue than the share for those 68 municipalities would be if the library legislation had not been enacted.

The proposed amendment to the State Aid for Libraries legislation is entirely consistent with the legislation as originally drafted. Such a change in the law with reference to the source of the funds from which state aid to libraries grants would be paid, should most certainly strengthen and improve public library service at the local level. At the same time, the 68 municipalities now receiving less from the state income tax revenue would not be so penalized.

January 1963.







# *The Commonwealth of Massachusetts*

## *Department of Education*

### *Division of Library Extension*

*200 Newbury Street, Boston 16*

February 8, 1963

Miss Marjorie Ferris, Librarian  
Free Public Library  
Wayland, Massachusetts

Dear Miss Ferris:

Just a reminder and a special request for your cooperation! More than two weeks ago we sent you forms for the U.S. Office of Education - Library Services Branch nationwide collection of public library statistics for the fiscal year ending during the period January 1, 1962 to December 31, 1962.

We are anxious for a 100% return from all local municipalities in this state and we are a very long way from that goal! The Library Services Branch is hoping to compile data for early publication on libraries all over the U.S. Don't forget that we cannot expect statistics from that source which are current and useful, if we drag our feet locally supplying them with information.

We are still watching anxiously for your forms! If for some reason, they may be delayed more than 10 days, please let us know. This will obviate the need for additional followup mailings.

If you didn't receive the first cover letter and forms, we will rush them to you by return mail - if you just give us the word.

If your forms are enroute and crossing this letter in the mails, please disregard this notice.

Needed on your end of the line - cooperation, and in anticipation we send our appreciation from this end.

Sincerely yours,

*V. Genevieve Galick*

V. Genevieve Galick  
(Mrs. George J. Galick)  
Director

VGG:nb

*rec'd  
2/14/63*

*reply  
2/14/63*





SENATE . . . . . No. 537

- - - - -  
By Mr. Ames, petition of John F. Collins, mayor of Boston, for legislation  
relative to the provisions of state aid to the public libraries of the Common-  
wealth. State Administration.  
- - - - -

THE COMMONWEALTH OF MASSACHUSETTS

In the Year One Thousand Nine Hundred and Sixty-Three

AN ACT RELATIVE TO THE PROVISION OF STATE AID TO THE PUBLIC  
LIBRARIES IN THE COMMONWEALTH.

Be it enacted by the Senate and House of Representatives in General Court  
assembled, and by the authority of the same, as follows:

- 1 Section 19A of chapter 78 of the General Laws, inserted by
- 2 section 1 of chapter 760 of the acts of 1960, is hereby amended
- 3 by striking out, in lines 2 and 3, the words "proceeds of the
- 4 taxation on incomes under chapter sixty-two" and inserting in
- 5 place thereof the words: -- general fund.

Copy of S537 Mimeographed and distributed by  
Massachusetts Division of Library Extension  
200 Newbury Street  
Boston 16, Massachusetts

January 1963

